
Endocrine Disruptor Screening Program Technical Support Services

DEFINITION OF LABOR CLASSIFICATIONS

The knowledge, skills, and abilities required for the execution of this contract include toxicology, biochemistry, endocrinology, chemistry, analytical chemistry, ecotoxicology, statistics, biology, computer science, data base management, and quality assurance. These disciplines should be accompanied by the appropriate experience relevant to the statement of work (SOW). Offerors shall use the following labor classifications in preparing their technical and cost proposals:

Professional

1. Professional Level 4 (P-4)
Typical Title: Program Manager

This is equivalent to a GS-15 in terms of responsibilities. The Program Manager is a senior manager responsible for planning, designing, implementing, and supervising all projects associated with this contract, including the hiring of personnel, subcontractors, and consultants; budgeting and allocation of resources and equipment; and direction to the subcontractors and staff under his/her control. The Program Manager operates with wide latitude for unreviewed action and is responsible for all deliverables under this contract including: reports on activities associated with the chemical repository (i.e., chemical purchasing, purity and stability analyses, delivery to contract laboratories), Standard Operating Procedures (SOPs) relevant to the Data Coordination Center (DCC), reports of statistical analyses, data base design, or other topics related to the DCC, quality assurance reports, and study review reports. The Program Manager is also responsible for preparation of monthly status reports which include the progress and status of work on assigned projects, assignment of new tasks, budget and expenditure of funds, problems encountered and their resolution. The Program Manager shall review and approve all deliverables prepared under this contract to assure that the deliverables meet the technical content and quality of writing required by the Agency. The Program Manager is expected to demonstrate the technical, organizational, and management skills and knowledge necessary for the execution of a contract of this size, scope, and complexity. The Program Manager must have a science background with experience in laboratory research and testing. The Program Manager should have a Ph.D. and experience related to the tasks in the SOW. Alternatively, a person with a Masters degree and at least ten years experience in the laboratory will be eligible for this position. The Program Manager will meet and/or communicate frequently with the EPA Project Officer to ensure that the work under this contract meets the needs of the Agency.

2. Professional Level 4 or 3 (P-4 or P-3)
Typical Title: Senior Scientist

These individuals are equivalent to GS-14s or GS-15s in terms of responsibilities. They are under the general supervision of the Program Manager and are responsible for high level scientific and technical coordination of efforts such as those described in the SOW. They provide technical direction to scientists operating the chemical repository, the DCC, and or QA management system, as needed. Where appropriate, they handle the day-to-day coordination with these scientists on projects conducted under the chemical repository, DCC, or QA management system. They are also responsible for reviewing,

evaluating, and synthesizing the status of individual projects associated with the chemical repository, DCC or QA management system. They review the progress and problems associated with individual projects and initiate changes or modifications if needed. These individuals may be responsible for conducting complex statistical analyses, or reviews of pre-validation or validation study reports. They prepare draft monthly status reports regarding the progress and problems associated with individual projects and submit them to the Program Manager. They assist the Program Manager in planning, designing, implementing, and tracking projects. A P-4 should have a Ph.D. and direct experience related to the SOW. A P-3 person must have a Masters degree and direct experience related to the tasks listed in the SOW. Both the P-4 and P-3 individuals are expected to demonstrate both the technical and organizational skills necessary for the execution of a contract of this scope, size, and complexity.

3. Professional Level 3 (P-3)
Typical Title: Scientist

These individuals are equivalent to GS-12s or GS-13s in terms of responsibilities. They are responsible for directing all the day-to-day work associated with projects conducted under the SOW. They direct the activities of the associate scientists. They are responsible for coordinating work assignments with lower level scientists or technicians. They provide support to the senior scientists in order to prepare new work plans, monthly progress and problem reports, and other information, as necessary. A P-3 scientist is responsible for assuring that deliverables written by the P-2 people meet the quality of writing and technical content required by the Agency. These individuals review laboratory data, conduct QA reviews, conduct less complex statistical analyses, review data base components, and recommend appropriate changes as needed to meet the objectives of the project. These individuals perform chemical testing as described in the SOW, especially those that are highly complex and may require deviations from normal protocol guidance. A P-3 person must have a Masters degree and direct experience related to the tasks listed in the SOW. A P-3 person is expected to demonstrate both the technical and organizational skills necessary for the execution of a contract of this size and complexity.

4. Professional Level 2 (P-2)
Typical Title: Associate Scientist

These individuals are equivalent to GS-11s or GS-12s. They work with the lead scientist responsible for a specific project under the SOW. They are responsible for carrying out many of the day-to-day duties associated with the chemical repository, DCC, and QA management system. They work with assistant scientists to carrying out less technical aspects of the work (e.g., packing and shipping chemicals to contract laboratories, data entry into DCC data bases). They are responsible for coordinating work assignments with lower level scientists and technicians. They provide support to the scientists in order to prepare new work plans, monthly progress and problem reports, and other information, as necessary. A P-2 person is expected to provide scientifically valid and complete documents relating to the items in the SOW. These documents should require minimal editing at the P-3 level. A P-2 person must have a Bachelors degree and experience related to the tasks listed in the SOW. Experience with projects similar to those identified in the SOW is desirable.

5. Professional Level 1 (P-1)
Typical Title: Assistant Scientist

These individuals are equivalent to GS-5s, GS-7s, or GS-9s or the lowest entering classification. P-1s

work under close supervision of the lead scientist or associate scientist..These individuals perform routine tasks associated with the projects described in the SOW. P-1s work on less complicated assignments where little evaluation or expertise is required. A P-1 person must have a Bachelors degree or equivalent in the biological sciences, toxicology, ecotoxicology, endocrinology, statistics, chemistry, biochemistry, or computer science. These individuals are expected to have one year of relevant experience.

Experience/Qualifications Substitutions

1. Any combination of additional years of experience in the proposed field of expertise plus full time college level study in the particular field totaling four (4) years will be an acceptable substitute for a Bachelors degree.
2. A Bachelors degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling two (2) years will be an acceptable substitute for a Masters degree.
3. A Bachelors degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise total four (4) years or a Masters degree plus two (2) years of either additional experience or graduate level study in the proposed field of expertise will be an acceptable substitute for a Ph.D. degree.
4. Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-for one basis.

Staffing

The following scientific staff shall be provided as required in support of the work:

Chemist	Quality Assurance Specialist
Analytical Chemist	Biologist
Computer Scientist	Biochemist
Data Analyst	Toxicologist
Biostatistician	Endocrinologist

Technicians

1. Technician Level 3 (T-3)
Typical Title: Senior Technician
Experience: 6 years or more

Level 3 Technicians perform non-routine and complex assignments. These individuals work under general supervision of a scientist. They perform tests that may require non-standard procedures and complex instrumentation. T-3s record, compute, and analyze test data, and prepare test reports. These individuals may supervise lower level technicians.

2. Technician Level 2 (T-2)

Typical Title: Technician

Experience: 2 to 6 years

Level 2 Technicians perform assignments that are normally standardized. They operate testing or processing equipment of moderate complexity and may troubleshoot malfunctioning equipment and make simple repairs. T-2s extract and process test data.

3. Technician Level 1 (T-1)

Typical Title: Junior Technician, Technician Trainee

Experience: 0 to 2 years

Level 1 Technicians perform simple and routine tasks or tests under close supervision. They record test data and may prepare simple charts or graphs. T-1s perform routine maintenance and may install or set up test equipment.